

CONFIDENTIAL

31 MAR 1971

MEMORANDUM FOR: [REDACTED] Chairman
Agency Task Force on Reports Reduction

SUBJECT : DD/S Interim Progress Report on Reports
Reduction Goal

REFERENCE : Your memorandum dated 12 November 1970,
Subject: Directorate Goals

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1. This is to advise you that the Support Directorate has nearly reached the cost reduction goal of \$125,000 established in referent memorandum. As of this date, we have taken action to reduce reports costs that will result in savings of approximately \$123,700. With the exception of Office of Personnel, every office in the DD/S has exceeded the 7 1/2% target for reports reduction.

2. Office of Personnel will continue to review reports prepared by them in response to requirements levied by other Directorates and expect to report some further reductions when the review of the Clandestine Service personnel reporting requirements has been completed. We are confident that we will be able to exceed our cost reduction goal by 30 June 1971.

[REDACTED]

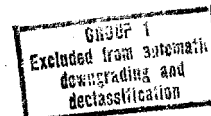
Chief, Support Services Staff

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DDS/SSS/HEP:rf (31 March 1971)

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